

**COLLEGE OF MASSAGE THERAPISTS OF BRITISH COLUMBIA
BOARD MEETING – PUBLIC PORTION
SUITE 304 – 1212 WEST BROADWAY, VANCOUVER, BC
MONDAY, JANUARY 27, 2014 AT 1:00 PM
MINUTES**

In Attendance:

Robin Perry (in the Chair)
Nicholas Aubin
David Crawford
Lynne Harris
Rich Ingram

James McGettigan
Lorna Pawluk
Perminder Tung
Marilynne Waithman

Regrets:

Lizette Tucker

Also Attending:

Susan Addario (Registrar/CEO)
Amador Astudillo (Director of Corporate Services) – for part of meeting only
Joëlle Berry (Director of Compliance) – for part of meeting only
Mimi Damian (Legal Assistant & Investigator)

1. CALL TO ORDER

The meeting was called to order at 1:05 pm by Mr. Perry.

2. ROLL CALL OF MEMBERS PRESENT AND ATTENDING VIA VIDEOCONFERENCE

The following members attended via videoconference: David Crawford and James McGettigan.

3. APPROVAL OF THIS AGENDA

Motion: To approve the agenda as circulated before the meeting. *Carried.*

4. APPROVAL OF PREVIOUS MINUTES

Motion: To approve the minutes from the October 25, 2013 Public Board Meeting.
Carried.

5. BOARD MEMBER DECLARATIONS OF BIAS/CONFLICTS OF INTEREST RE AGENDA ITEMS

There were no bias/conflicts of interest regarding agenda items.

6. CHAIR'S REPORT

The Chair provided an update regarding resignation letters received from Ms. Soursos and Ms. Krawczyk. The nomination period was closed and there were three candidates for

three vacant or soon-to-be-vacant positions. The candidates will be acclaimed at the next AGM.

7. REGISTRAR'S REPORT

The Registrar provided an update regarding the amended Bylaws which were passed at the last Board Meeting and were declared in force as of December 10, 2013. There will be a workshop at the AGM regarding the changes in Bylaws which will be delivered by Mr. Ingram and Ms. Berry.

The Registrar provided an update on renewals. As of January 15th, 3200 out of 3400 active and inactive registrants have renewed.

The Registrar provided an update on the audit. The onsite audit was completed in January by Grant Thornton. The Annual Report and audited financial statements will be available on the website as soon as the Board has reviewed and accepted them. The Ministry of Health will also be sent a copy of the Annual Report and the audit results.

The Registrar provided an update in regards to the AGM and Education Day on April 13th. There will be four workshops in total; the workshops and the meeting will be webcast.

8. BUSINESS ARISING

8.1. 2014 Budget

Motion: To limit the budget conversation to 45 minutes. *Carried.*

Mr. Crawford provided an overview of the budget discussion.

1:21 pm – Ms. Harris left the meeting

There was a question with respect to the size of the restricted reserve. The reserve was established following discussion with staff about current and anticipated files.

1:24 pm – Ms. Harris re-joined the meeting

Motion: To approve the CMTBC 2014 budget, with the proposed fee increases. *Carried (1 member opposed)*

A concern was raised regarding the staff salary increase.

Motion: To separate the staff salary increases from the main budget for discussion to in camera. *Defeated (no seconder)*

There was discussion of budget development for 2015. Finance Committee was asked by the Board to come back with a different process for establishing the 2015 budget for discussion at the next Board Meeting.

8.2. Bylaw Amendments

8.2.1. Update on Bylaws

The Director of Compliance provided an update on the Bylaw amendments.

8.2.2. Draft Resolution to clean up small wording and paragraph lettering errors

The Director of Compliance advised that only minor changes are needed for clean-up. She spoke to her memo, which laid out two options for constituting the Quality Assurance Committee (public member versus a Board Member).

Motion: To accept Option 1 from the memo prepared by the Director of Compliance.
Defeated (4 members opposed)

Option 2 provides certainty on the Committee for the Board as the Board would have a representative in that position.

Motion: To accept Option 2 from the memo prepared by the Director of Compliance.
Carried.

1:52 pm – Mr. Crawford left the conference and then returned

Motion: To accept the Resolution to amend the Bylaws as presented. **Carried.**

8.2.3. Process for future Bylaw revisions

The Chair suggested that this be forwarded to the Governance Committee for discussion. A suggestion was made that the Director of Compliance develop a strategy in conjunction with the Governance Committee.

8.3. Notice to the Profession re Labour Induction

There was a question regarding the reaction received from registrants in response to the Notice to the Profession. The Registrar advised that there was a mixed response from registrants – some were alarmed, some called to clarify what the scope of practice was, some people sought advice or direction to amend their advertisement, and some engaged in lengthy debate with the Deputy Registrar. A suggestion was made for more work in this area.

9. NEW BUSINESS

9.1. Registrant Communications

9.1.1. Old Advisory Statements

The Registrar provided information regarding this matter. A proposal was made for a new communication framework regarding these types of issues.

9.1.2. New communication framework

The Director of Compliance provided information regarding this matter, and outlined the proposed communication tools identified in her memo. There was consensus to proceed with the new communication framework.

2:11 pm – Mr. Crawford left the conference and then returned

9.2. HPRBC Publication Guidelines and CMTBC Publication Policy

The Registrar provided information on this topic and reviewed a briefing document from the HPRBC. She asked for a motion to adopt and endorse the guidelines.

Motion: To endorse and implement the HPRBC guidelines. *Carried.*

9.3. Committee Reports

9.3.1. Finance & Audit Committee

Ms. Harris provided a summary of the report.

9.3.1.1. Revised Expense and Remuneration Policy

Ms. Harris provided a summary of the Policy.

Motion: To adopt and implement the Revised Expense and Remuneration Policy. *Carried.*

The Registrar provided additional information on the changes. The goal was to separate claims for remuneration from expense claims. Board and Committee members will be informed of the changes.

9.3.2. Inquiry Committee

Ms. Pawluk provided a summary of the report.

9.3.3. Patient Relations Committee

Mr. Ingram provided a summary of the report.

9.3.4. Registration Committee (oral report)

Ms. Tucker was not present and did not provide a report to the Board.

Motion: To accept all Committee reports. *Carried.*

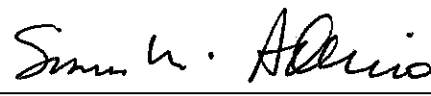
10. NEXT MEETING

The next meeting of the Board is scheduled for June 6, 2014.

11. ADJOURNMENT

Motion: To adjourn the meeting. *Carried.*


Robin Perry, CMTBC Chair


Susan Addario, Registrar/CEO